

STATEMENT OF NEED

1. The contractor shall provide a technical proposal on providing custodial services as outlined in this Statement of Need and the Technical Proposal Criteria. All tasks shall be performed to accomplish all cleaning to meet the completeness and quality in accordance with standard industry practices and as defined by the proposal. The contractor shall perform cleaning services at the frequency requirements set forth in this Statement of Need.

2. Employees assigned to work in the Child Development Center (CDC) shall obtain the following medical and health requirements as required by AFI 34-701:

A Medical Certificate obtained prior to starting work.

All immunizations up to date as required by AFI 34-701.

Physical Examinations and Standards, Base Medical Clinic, will provide initial physical examinations and immunizations at no cost to the employee or contractor and will issue the medical certification. Records, medical and health requirements will be maintained as required by AFI 34-701.

3. Prior to use on Sheppard AFB, the contractor shall provide the Base Hazardous Material Pharmacy, located in the Logistics Complex, through the contracting officer, a list of all hazardous materials the contractor brings onto government property and shall provide a Material Safety Data Sheet (MSDS) for each Hazardous Chemical listed in OSHA Hazard Communication Standard 29 CFR 1910.1200 in accordance with SAFBI 32-7001, Hazardous Material Management. SAFBI 32-7001 outlines requirements for the procurement, usage and disposal of hazardous materials on Sheppard AFB. In addition, the contractor shall observe proper storage practices for hazardous materials stored on base.

3.1 The contractor shall label all containers used in the base facilities. The labels shall state the brand name of the cleaner and what type of cleaner, i.e., toilet cleanser, bleach/water solution, window/mirror cleaner.

4. The Government will provide facilities and services as listed in attachment 5.

5. The contractor shall provide all personnel, equipment, tools, supplies, materials and other items necessary to perform Custodial Services. The contractor shall perform in the best and most workmanlike manner by qualified, careful, and efficient personnel skilled in the trade and in compliance with the contract and industry standards.

6. All cleaning tasks shall be accomplished to meet the above requirements and attachments. The contractor shall provide the same services, treatments, and/or tasks at the same frequencies as adjacent areas to stairways, stair landings, janitors closets, and closets.

7. Spot Cleaning at Child Development Center. The contractor shall perform spot cleaning by removing all marks from washable surfaces. The contractor shall use germicidal detergent in restrooms, break areas, wall surfaces adjacent to diapering

ATTACHMENT A

areas and areas surrounding toilets, eating tables, and drinking fountains. Spilled materials shall be cleaned at the times such spills occur. Walls and floors shall be cleaned between meals and after closing. Mats, base boards, ceilings, equipment, and decorative materials attached to walls shall also be cleaned. After cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots and any other evidence of removed soil. The Child Development Center shall be maintained in a sanitary condition as stated in the attached special requirements.

8. Special requirements are required at Youth Center Facilities used for Child Care.

9. Buildings 2320 and 2322 require cleaning of chalk and marker boards and trays, unless designated "DO NOT ERASE". Also, policing of all exterior grounds from the building to the curb is required at the same frequency as basic service.

10. Spot cleaning of carpets shall be accomplished as dirt, stains, spills occur between regularly scheduled shampooing of carpets.

11. Periodic Services include floor maintenance (spray buffing, machine scrubbing, wood floor maintenance), scrub, strip and wax floors, and shampoo carpets.

12. In areas containing privately owned rugs/carpet, wax shall be applied to exposed surfaces of the floor on all sides of the run and under the rug edge approximately 6 inches.

13. Building 1020 Area Identification Numbers 161 and 170 shall be waxed with Armstrong S-392 static Dissipative Tile Polish which will be provided by the Government as required.

14. Unscheduled/special cleaning will be required. Tasks to be performed shall include basic cleaning services, basic restrooms/locker rooms cleaning services and periodic services as indicated by the CLIN X003 option selected.

a. Building 2322: All restrooms, corridors, entryways within building; conference room (Area Identification Numbers 128); Wing Commander's offices (Area Identification Numbers 114, 115, 116, 117, and 120); Director of Operations offices (Area Identification Numbers 102, 106, 107, 108, 109, 110, 111, and 112); and surrounding grounds in accordance with the tasks identified in Attachment 1. (Approximate square footage is 6,444: Carpet - 5,696; Vinyl Tile - 107; Ceramic Tile - 378; and Recessed Floor Mats - 263.)

b. Building 2320: All restrooms within the building; the corridors (Area Identification Numbers 8, 21, 22, 31, 24, 70, 182, 185, 190, 200, 212, 220, 254, 265, 272, 290, 315 and 316), Area Identification Numbers 257, 260, 261, and 262, the Senior National Representative Area (Italian, German, Netherlands and United Kingdom Commanders) (Area Identification Numbers 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 96, 97, 98, 99, 100, 103, and 104) and the surrounding grounds in accordance with the tasks identified in Attachment 5. (Approximate square footage total is 29,107: Carpet - 12,331; Vinyl Tile - 13,907; Ceramic Tile - 2,645 and Concrete - 224).

ATTACHMENT A

c. Building 430 - All restrooms and basic areas on the first floor. (Approximate square footage total is 14,393: Carpet - 8,199; Vinyl Tile - 1,733; Ceramic Tile - 875; Hardwood - 3,443 and Concrete - 142.)

d. The contractor shall receive at least 48 hours notice from the Government prior to the start of a DV period. The period shall not exceed 48 hours in length. The contracting officer will designate DV periods by option selection by CLIN X003. The contractor shall not reduce efforts elsewhere due to these DV periods. It is estimated that not more than sixteen DV periods, plus one week per year during the ENJJPT Steering Committee Meeting may be requested by the Government during each fiscal year. The ENJJPT Steering Committee Meetings are normally held in Building 430, but are subject to change.

15. Bathroom supplies such as tissue paper, paper towels, and liquid/hand soap will be provided by each building manager. The supplies will be made available to the contractor for restocking bathrooms.

16. The contractor shall provide a cleaning schedule for each facility to indicate the days and approximate time each building/building area/category of that building will receive services, including floor maintenance. Schedules shall consider holidays and adjustments to the schedules. Schedules shall include all cleaning requirements. Scheduled months may be used for periodic service of carpet cleaning and strip and waxing. The actual day the service is scheduled to be performed shall be submitted to the quality assurance evaluator not later than Wednesday by 1630 hours for the following week's scheduled services. The contractor shall immediately inform the quality assurance evaluator of any schedule changes. Changes to the basic and restroom schedules shall require a revised schedule submitted to the quality assurance evaluator within three working days. Schedules shall be easy to read and understand.

17. Alternate work days shall be every other normal working day (i.e., Monday, Wednesday, Friday one week and Tuesday, Thursday the next, if no Holiday). Twice weekly shall be Monday and Thursday or Tuesday and Friday and services scheduled on a Holiday shall be accomplished the following duty day (adjustments to the week's schedule may be accomplished by prior approval from the Contracting Officer for designated contracting officer representative). Services scheduled for alternate calendar days shall be performed every other calendar day regardless of weekends or Holidays. Every calendar day shall be performed every calendar day regardless of weekends or Holidays. Holidays for the contractor are listed in the Wage Determination.

18. The contractor shall provide and maintain a comprehensive quality control program with documentation. This shall include security and environmental issues. The quality control program will be made available to government personnel.

19. The contract manager or the assistant contract manager in his absence shall be available to Government personnel within 20 minutes during normal duty hours and two hours other than normal duty hours. Contract employees shall be readily identified as contract employees. Contract employees shall abide by Sheppard AFB Dress Code Requirements in accordance with SAFB Visual Aide 35-2, Feb 95 (reference AFI 36-2902, page 4, table 1.1).

ATTACHMENT A

20. Unless specified, cleaning shall be accomplished during normal duty hours (7:30 AM to 4:30 PM, Monday through Friday). The contractor shall notify the QAE immediately during normal duty hours, or the following duty day if noted during non-duty hours, when any area is not accessible for cleaning. Examples of this, but not limited to, are lock changes, construction, or not allowed entry. If the Quality assurance evaluator is not notified within this timeframe, the contractor shall be assessed with nonperformance of services.

21. Business hours are the hours facilities are open to the public and are not the same as normal duty hours of the general administrative offices (7:30 AM to 4:30 PM, Monday through Friday). Business hours are subject to change.

22. Scheduled service shall cause as little interference to facility operation as possible.

23. All movable items, including chairs, trash receptacles, boxes, tables, urns, etc. shall be moved to accomplish tasks and replaced in their original position.

24. Floor covering is subject to change. As identified, the changes shall be incorporated into the next modification. Contractor shall continue services within areas. The contractor shall notify the quality assurance evaluator of any floor changes noted.

25. Completed AF Forms 714, Customer Complaints shall be answered and returned to the quality assurance evaluator **within three duty hours** after notification of complaint. The contractor should indicate on the AF 714 of when reperformance will be accomplished. The Quality Assurance Evaluator will verify reperformance as acceptable or unacceptable. If the unacceptable services have been reperfomed by the contractor and verified by the quality assurance evaluator, no deduction for services will be taken.

26. Modifications shall be calculated by the following formula. The total square footage and total CLIN cost on each 1 October date will be used for the entire fiscal year.

CLIN X002XX total divided by 52 (52 weeks) = weekly sum

Weekly sum divided by Cat XXX weekly square footage = amount per sq foot

Amount per square foot times total square footage to add or delete from the contract will be used for modifications.

ATTACHMENT A

**ATTACHMENT 1
CATEGORY SERVICES/FREQUENCIES**

The contractor shall provide custodial maintenance services for each facility, or portion of a facility, for the square footage as identified by Category unless otherwise stated in this Statement of Need.

Category I Basic - Basic cleaning services include Vacuum carpet, sweep floors, mop (damp mop and dust mop) floors (baseboards included), clean recessed floor mats to include floor underneath, clean walk-off mats, trash removal to include public ash trays, urns and trash receptacles (including those adjacent to entrance doors), clean drinking fountains/sinks, and spot cleaning of carpets. Periodic services include floor maintenance, carpet cleaning, and stripping and waxing. Frequency shall be twice weekly for the basic cleaning services; monthly for floor maintenance; semi-annual for strip and wax and carpet shampoo.

Category I Restrooms - In addition to Basic services, restroom services include low dusting and low cleaning (which includes all surfaces below six foot), glass cleaning, spot cleaning, clean/disinfect restroom and locker room fixtures, descale restroom and locker room fixtures, restock restrooms, and clean and disinfect saunas. Frequency shall be alternate duty days for basic restrooms/locker rooms/saunas services; monthly for floor maintenance; semi-annual for strip and wax and carpet shampoo.

Category II Basic - Basic services include all of Category I services and low dusting and low cleaning (which includes all surfaces below six foot), glass cleaning, and spot cleaning. Frequency shall be alternate duty days for basic cleaning services; once a week for floor maintenance; quarterly for strip and wax and semi-annual for carpet shampoo.

Category II Restrooms - Services are the same as Category I Restrooms. Frequency shall be daily (normal working days) for basic restrooms/locker rooms/saunas services; once a week for floor maintenance, quarterly for strip and wax and semi-annual for carpet shampoo.

Category IIa, ENJJPT Facilities Basic - Basic cleaning services include all of Category II Basic and clean chalkboards and trays and police around building to curb for buildings 2320 and 2322. Frequency shall be alternate duty days for basic cleaning services; once a week for floor maintenance; quarterly for strip and wax and semi-annual for carpet shampoo.

Category IIa, ENJJPT Facilities Restrooms - Services are the same as Category II Restrooms. Frequency shall be daily (normal working days) for basic restrooms/locker rooms/saunas services; once a week for floor maintenance, quarterly for strip and wax and semi-annual for carpet shampoo.

Category III Special Requirements Basic - Basic services include all of Category II requirements and any other requirement listed within this Statement of Need. Frequency shall be as indicated on the Category Codes description sheet. Frequency of periodic services shall be once a week floor maintenance, quarterly for strip and wax and carpet shampoo unless otherwise specified in this Statement of Need.

ATTACHMENT A

Category III - Special Requirements Restrooms/Locker Rooms/Saunas - Restroom services include all of Category II requirements and any other requirements listed within this Statement of Need. Frequency shall be as indicated on the Category Codes description sheet. Frequency of periodic services shall be once a week floor maintenance, quarterly for strip and wax and carpet shampoo, unless otherwise specified in this Statement of Need.

**ATTACHMENT 2
SPECIAL REQUIREMENTS
CHILD DEVELOPMENT CENTER**

The following services shall be accomplished in addition to the standard services.

1. As required by AFI 34-701, Child Development Program, the CDC shall be maintained in a sanitary condition. Solutions used for cleaning and disinfecting shall be hot water and detergent or a chlorine bleach solution made fresh daily (½ ounce of chlorine bleach per one gallon of water) or both in succession. AFI 34-701, paragraph 10.3.1, provides further guidance. All chemicals used by the contractor shall be in original containers and clearly labeled. A separate container shall be specified for use of the bleach water solution. This container shall be labeled ½ oz. to 1 gallon mix BLEACH WATER SOLUTION. An empty bleach jug shall not be used for this.
2. As required by AFI 34-701, paragraph 10.3.1, the floors underneath eating tables and all adjoining walls shall be cleaned as soon as children have eaten and left the immediate area and after closing. All tile flooring shall be swept, mopped with hot water and detergent, rinsed thoroughly and then disinfected with ½ ounce chlorine bleach per gallon of water solution.
3. Spot Cleaning at Child Development Center. The contractor shall perform spot cleaning by removing all marks from washable surfaces. The contractor shall use germicidal detergent in restrooms, break areas, wall surfaces adjacent to diapering areas and areas surrounding toilets, eating tables, and drinking fountains. Spilled materials shall be cleaned at the times such spills occur. Walls and floors shall be cleaned between meals and after closing. Mats, duckboards, ceilings, equipment, and decorative materials attached to walls shall also be cleaned. After cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots and any other evidence of removed soil.
4. All eating tables and chairs shall be disinfected with a ½ ounce chlorine bleach per gallon of water solution. All surfaces adjacent to diapering areas and areas surrounding toilets shall be cleaned with hot water and detergent daily and then disinfected with ½ ounce chlorine bleach per gallon of water solution up to a height of 4 feet.
5. All cleaners and disinfectants shall be approved by the contracting officer prior to being used in the Child Development Center.
6. Buckets, mops and cleaning cloths used for restroom cleaning shall be identified with red markings. Buckets, mops and cleaning cloths used for classrooms and other than restrooms shall be identified with green or blue markings.
7. Carpets shall be shampooed monthly.

ATTACHMENT A

**ATTACHMENT 3
SPECIAL REQUIREMENTS FOR YOUTH CENTER FACILITIES**

The following services shall be accomplished in addition to the standard services.

1. The Youth Center Facilities, building 147 and 196 shall have restroom floors mopped with hot water detergent, rinsed, and disinfected with ½ ounce chlorine bleach per gallon of water solution. The partitions and walls adjoining the toilets and the toilets shall be disinfected after cleaning with ½ ounce chlorine bleach per gallon of water solution.
2. All chemicals used by the contractor shall be in original containers and clearly labeled. A separate container shall be specified for use of the bleach water solution. This container shall be labeled ½ oz. to 1 gallon mix BLEACH WATER SOLUTION. An empty bleach jug shall not be used for this.
3. Areas identified as child care snack and lunch areas shall be cleaned as specified in Attachment 2, Special Requirements, Child Development Center.

Building 196 – Area Identification Numbers: 109, 110, 119
Building 147 – Area Identification Numbers 114

Frequency shall be Category IIIb – twice daily after meals/snacks

These areas shall be cleaned at this frequency during child care operations (approximately 21 weeks per year). Approximate dates when schools are not in session are October (3 weeks), December (3 weeks), March (3 weeks), and May/June through August (12-13 weeks). Approximate times for meals/snacks are 0630 to 0830 for breakfast and 1100 – 1230 for lunch. The contractor shall be provided the school year dates as dates become available.

ATTACHMENT A

**ATTACHMENT 4
SPECIAL CLEANING TIME REQUIREMENTS**

Special or other than during normal duty hour's cleanings are identified below. Business hours are subject to change.

1. Building 61, Veterinary Services Office and restrooms, shall be cleaned between 0730 and 0900 hours.
2. Buildings 147 and 196, Youth Center Facilities, shall be cleaned during non-business hours, except for daytime cleanings after meals.
3. Building 195, Child Development Center, shall be cleaned from 0800 to 1700 hours, and between 1700 and 2400 hours.
4. Building 312, Base Library, shall be cleaned during non-business hours.
5. Building 400, 82 TRW Commander's Suite and Headquarters offices, shall be cleaned between 1630 and 2400 hours.
6. Building 402 hallways, entryways, and stairways shall be cleaned between 2200 and 0600 hours.
7. Building 430, Community Center, and Building 649, Student Center, shall be cleaned between 0730 and 1000 hours.
8. Building 450 shall be cleaned between 2300 and 0400 hours.
9. Buildings 474, 1210, 1420, and 4477 (Latrines) shall be cleaned from 1 March through 31 October, or as long as water is available within the facility. .
10. Buildings 384, and 825, Fitness Centers/Gyms, shall be cleaned during non-business hours.
11. Building 531, Services Administrative Offices, shall be cleaned between 1600 and 1800 hours.
12. Building 551, U. S. Postal Service and common areas, shall be cleaned prior to 0830 hours.
13. Building 699, Military Liaison Offices, shall be cleaned between 0800 and 1300 hours.
14. Building 551, TMO, shall be cleaned between 0800 and 0900 hours.
15. Buildings 810 and 4475, Sanctuaries, shall be cleaned on Tuesdays and Fridays. All areas shall be cleaned after 1300 hours.
16. Building 920 hallways, entryways, and ramps shall be cleaned between 1500 and 2000 hours.

ATTACHMENT A

17. Building 980, Field Training, shall be cleaned after 1300 hours.
18. Building 1020, Vernon Regional Junior College (VRJC) classrooms, (First Floor Area Identification Numbers 101, 102, 113, 114, 123, 125, 127, 131, and 133. Second Floor Area Identification Numbers 186, 190, 191, 192, 194, and 195) shall be cleaned between 2200 and 0500 hours. Tech Training Classrooms, (First Floor Area Identification Numbers 115, 116. Second Floor Area Identification Numbers 114, 115, 122, 123, 124, 128, 129, 130, and 138) shall be cleaned between 1700 and 0500 hours.
19. Building 1025, Munitions Training Facility, shall be cleaned between 0800 and 1500 hours.
20. Building 1045, Aircraft Armament Training Facility, shall be cleaned prior to 1200 hours.
21. Building 1090, High Bay Technical Training, hallways and entryways shall be cleaned after 1500 hours on Tuesdays and Fridays.
22. Building 1360, Maintenance and Operations Hanger, shall be cleaned prior to 0900 hours.
23. Building 1402, CE Administrative Offices, shall be cleaned after 1630 hours.
24. Building 1900, Medical Training Command Section and Administrative Offices (Room Area Numbers 1, 2, 5, and 9), the Auditoriums (Area Identified Numbers 38, 39, 40, 210, 211, 212, 213, 222, and 225), and the entryway (Area Identified Number 23), shall be cleaned between 1700 and 1930 hours. All buffing shall be accomplished after classes have ended that day.
25. Buildings 1954, Propulsion Training Flight, and 1956, Aerospace Ground Equipment Training Flight, shall be cleaned after 1515 hours.
26. Basic services in building 1638 shall be cleaned between 0800 and 1000 hours.
27. Building 2320 shall be cleaned between 1700 and 0600 hours.
28. Building 2322 shall be cleaned between 1630 and 2300 hours.
29. Building 2330 shall be cleaned between 1800 and 2300 hours.
30. Training areas shall be cleaned while classes are not in session.

ATTACHMENT A

**ATTACHMENT 5
GOVERNMENT FURNISHED PROPERTY AND SERVICES**

The Government will furnish the contractor with the following facility:

Building 21, Office/Storage Space, Approximately 688 square feet
Area Identified Numbers 103, 102, 105, and 108 on attached drawing (located in Attachment C).

The Contractor shall maintain these areas at the same standards as required by this Statement of Need for Government facilities.

The Government will provide janitor closets when available within facilities requiring services. It shall be the contractor's responsibility to maintain these areas to the same standards as other areas in the building.

The Government will provide refuse collection, security and fire protection.

Emergency Medical Services will be provided by the Government for contractor personnel. Contractor personnel are responsible for preparing necessary paperwork and reimbursement costs of the medical treatment.

NOTE: It is possible that the contractor may be required to relocate to another facility during the period of this contract. The contractor will be given similar facilities should this occur.

During Base Exercises the contractor shall keep the Government provided facility secured and display the appropriate "Threatcon" sign which will be provided by the Government.

**ATTACHMENT A
ATTACHMENT 6
FLOOR SURFACE KEY**

- A - Carpet
- B - Resilient Floor
- C - Ceramic/Porcelain, Quarry
- D - Concrete
- E - Hardwood
- F - All Others
 - Terrazzo
 - Non slip vinyl tile
 - Raised Dot rubber flooring
 - Computer Raised Floor
 - Rubber Flooring
 - Recessed Floor Mats

NOTES:

B - Resilient Flooring requires routine stripping and waxing.

E - Hardwood may require occasional patch waxing.

The remaining surfaces shall not be waxed, unless specifically stated.

Quarry Tile, Concrete, Porcelain, Ceramic Tile, and Terrazzo shall be machine scrubbed on a routine basis. (Floor maintenance)

Floor coverings shall be maintained in accordance with the manufacturer's recommendations and industry standards.

**ATTACHMENT 7
BUILDINGS DRAWINGS AND WORK AREAS
WORKLOAD ESTIMATES**

The attached listing identifies cleaning category by building number, floor number, the square footage by floor covering, category of area identified, restrooms identified. Total number of square feet of the cleaning services required by category (basic and restroom) within each building is summarized on the specific Category summary sheet.

NOTE: Some buildings contain more than one category.

Attached building examples identify areas to be cleaned by area identification numbers, floor covering, and category. The estimated square footage was prepared with the best information available at the time. Adjustments to square footage will be accomplished when changes occur. Adjustments will be calculated according to the Modification Formula as of 1 Oct XX (at the start of each basic and/or option year and will be used throughout the fiscal year).

Drawings of Sheppard Air Force Base buildings with area identification numbers will be provided to the contractor at award.

A sample of building drawing and area identification is attached. **Area identification numbers on the building drawing do not necessarily reflect actual room numbers at the facility.**

Drawings indicating areas identified numbers in each facility will be available at the contracting office for review and copies will be provided to the contractor at award.

The drawings and work area layouts were prepared by government personnel and are representative of the best knowledge available at the time of preparation. Square footage for each building/work area is approximate. The government assumes no liability in the event actual requirements do not equal the quoted estimates.

Each building drawing will be provided followed by an area identification page with square footage. Each building drawing and area identifications will be a separate page.

ATTACHMENT A
SERVICE DELIVERY SUMMARY

Performance Requirement	SON Paragraph	Performance Threshold
Provide and Maintain current Quality Control Plan	18	85% of the time
Clean areas as indicated by	6	100% of the time
Provide Schedules	16	90% of the time